User Manual

(For Applicant)

Bharatkosh Payment Process

Department of Telecommunications

Government of India

10 Jan, 2024

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web-based Portal, for Issuing various types of Licenses and Registration certificates is part of various Digital initiatives being taken by the Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure, and hassle-free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT**: Department of Telecommunications.
- **OTP**: One Time Password.
- **UL** : Unified License.
- **UL-VNO**: Unified License - Virtual Network Operator.
- **NTRP** : Non-Tax Receipt Portal
- **CGA** : Controller General of Accounts
- **GoI :** Government of India
- **UPI :** Unified Payments Interface

1.2 About Bharatkosh

The Non-Tax Receipt Portal (NTRP) or BHARATKOSH is a Non-Tax Receipt platform of the Government of India mandated to receive all non-tax receipts pertaining to the Central Government ministries, the initiative of O/o Controller General of Accounts, M/o Finance, and the GoI to provide one-stop services to deposit any fees/fines/other money into the Government Account.

Users can make payments at the NTRP portal with or without having login credentials and can make payments for the Swachh Bharat Kosh, a common receipt to GoI and Non-Registered Users. NTRP comprises a large bouquet of receipts, collected by individual departments/ministries. Primarily these receipts come from Dividends, Interest receipts, Spectrum charges, RTI application fees, purchase of forms/magazines by students, and many other such payments by citizens/corporates/other users. Also, it facilitates instant payment in a transparent environment using online payment technologies such as Internet Banking and Credit/Debit Cards.

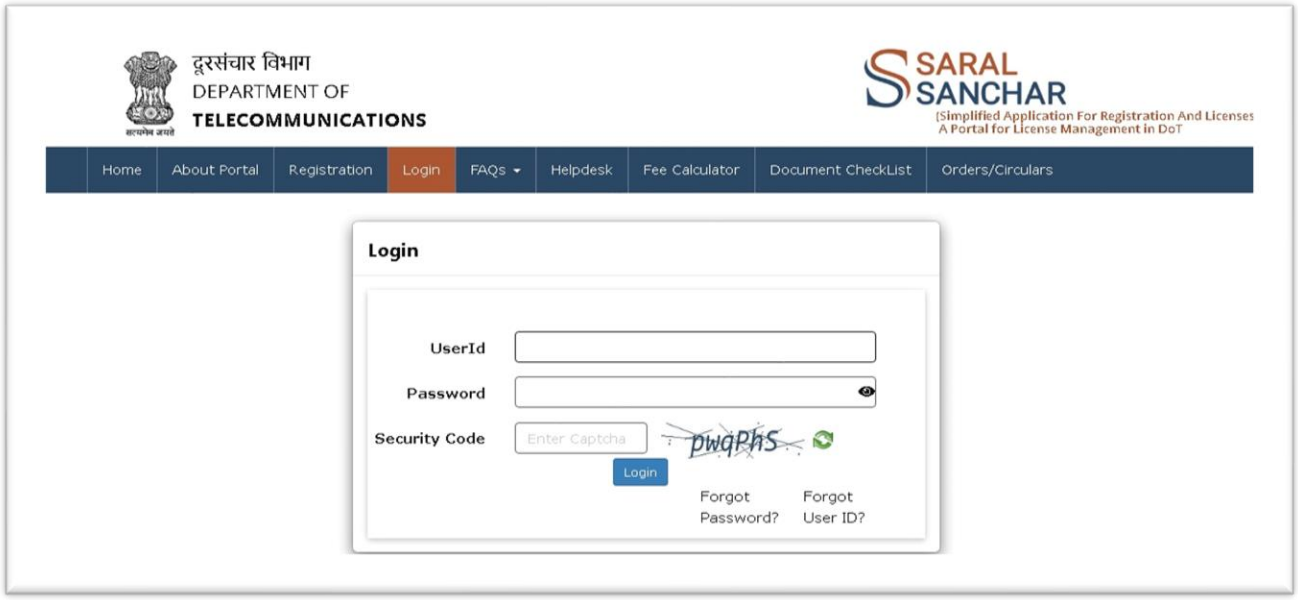
It converges all the Civil Ministries/Departments of the Government of India. It aims to provide 24X7 year-round electronic services to deposit money into Government accounts using internet-based payment technologies to the users at the doorstep through the web-based portal.
It thus leverages the e-Governance commitment of the Government to provide e-efficient, e-effective, e-excellent government anywhere anytime.
For more information, please visit: https://bharatkosh.gov.in/NTRPHome/Index

Section-2 Applicant Part

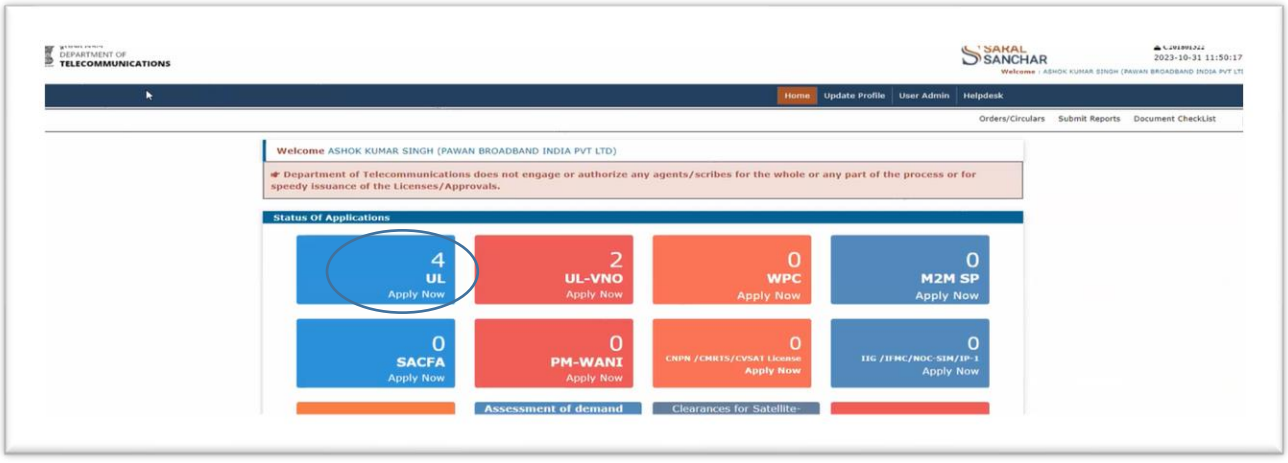
2.1 Login

Click on the Home Button on the above page. On the ***home page*** go to the **Login** button which is available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on the **LOGIN BUTTON**.

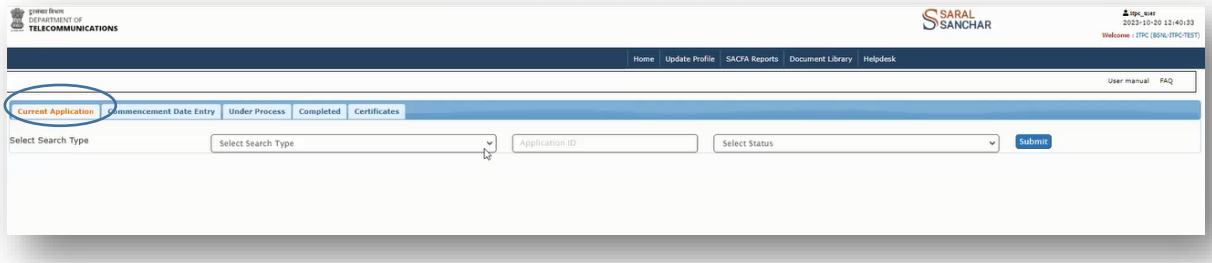


After clicking Login you will be directed to this page, where you have to select the UL tab.

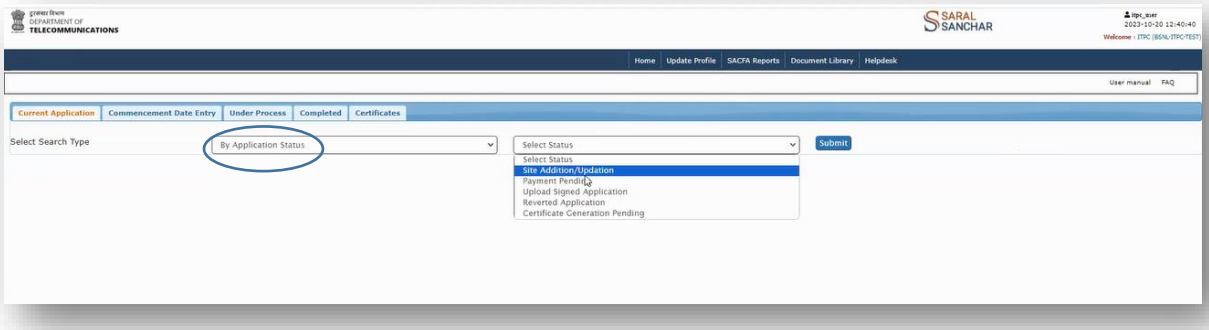


2.2 The Process of payment using the Bharatkosh platform

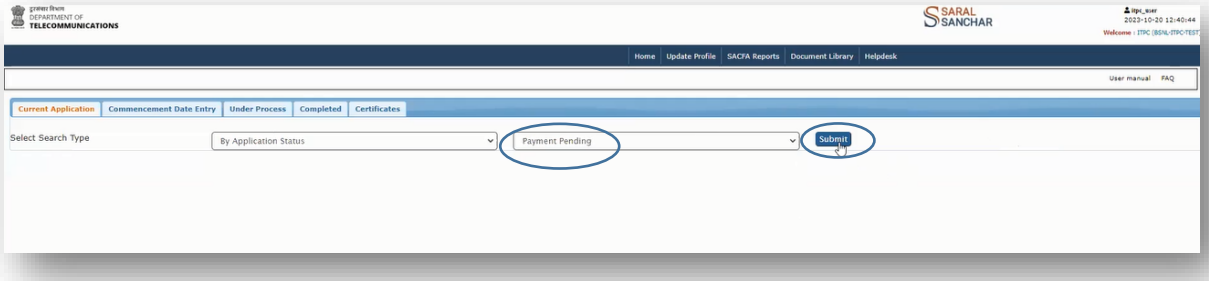
An Applicant has to go UL "**Current Application**" tab.



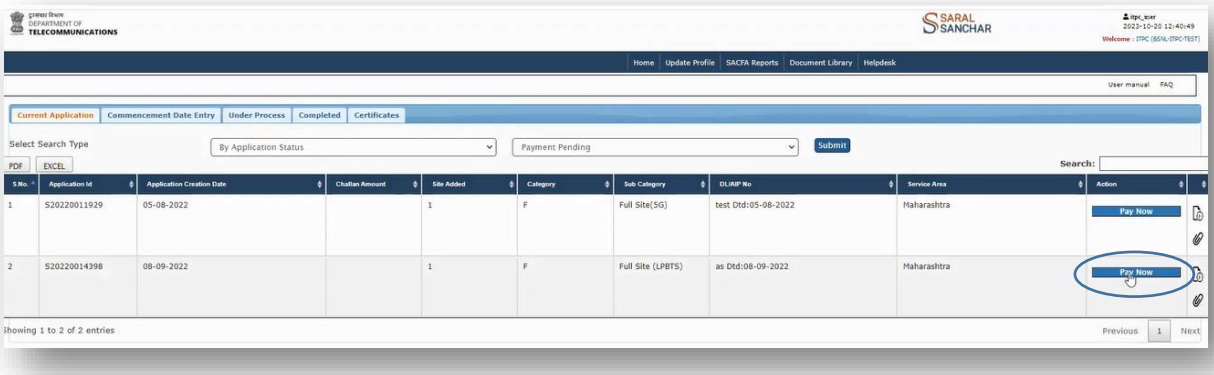
Then you have to select search type as "**By application status**".



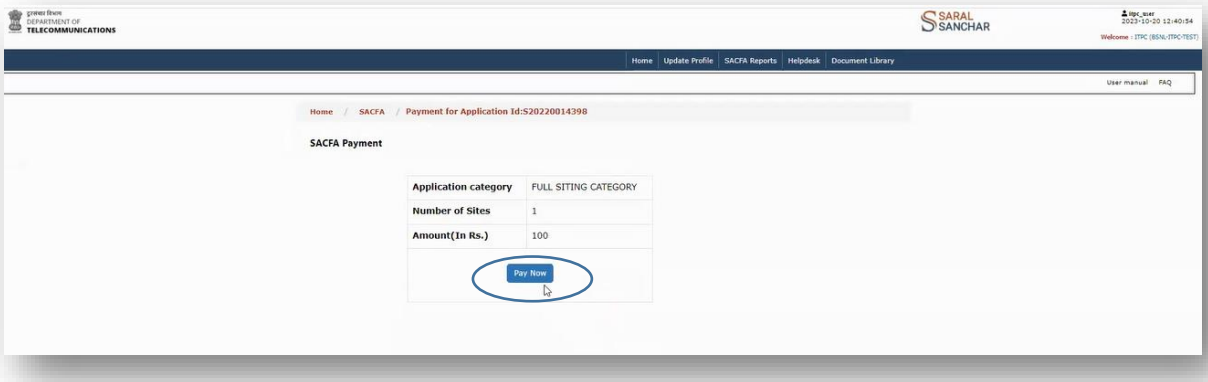
You have to select search status as "**payment pending**" and submit it



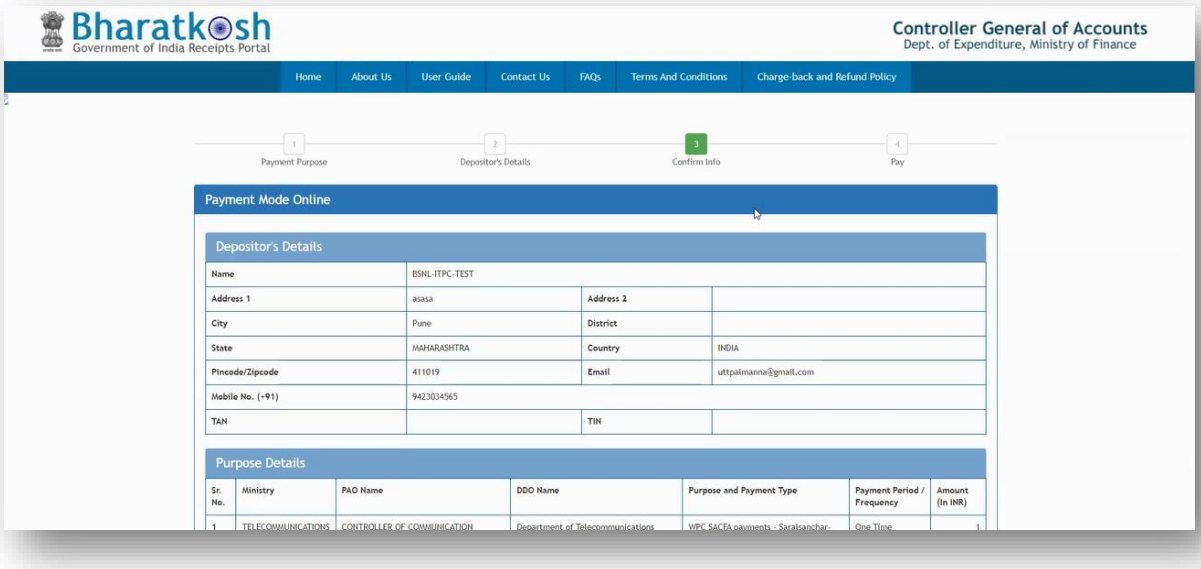
You have to go for the application for which payment has to be done and select pay now



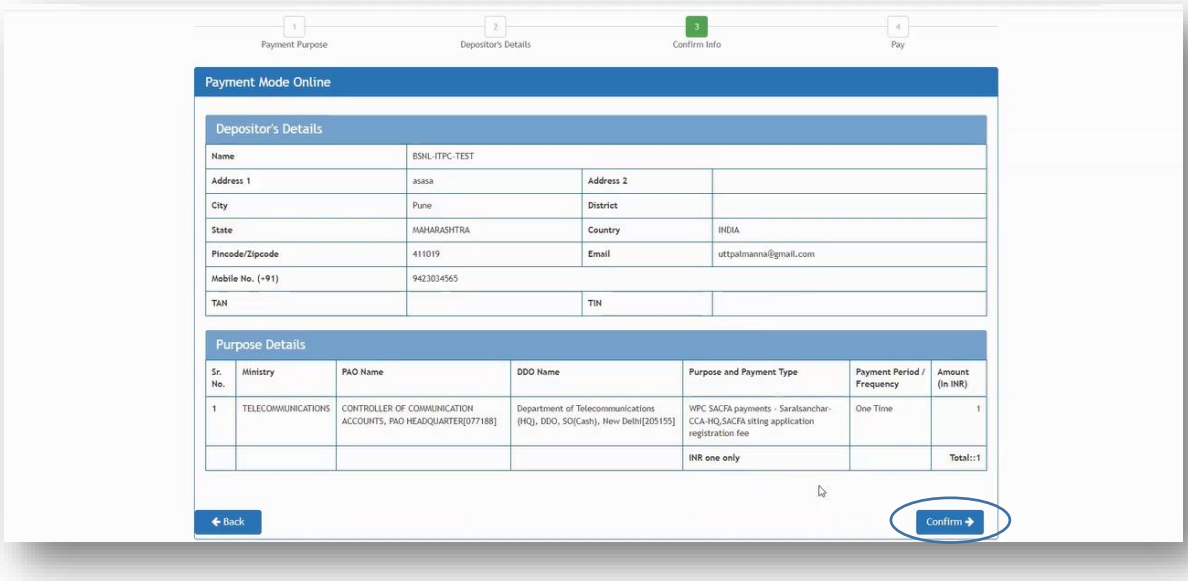
This goes to payment page where you have to click on **Pay now** button



It will redirect to the page of bharatkosh portal for the given payment



You have to click on the **Confirm** button after checking the details



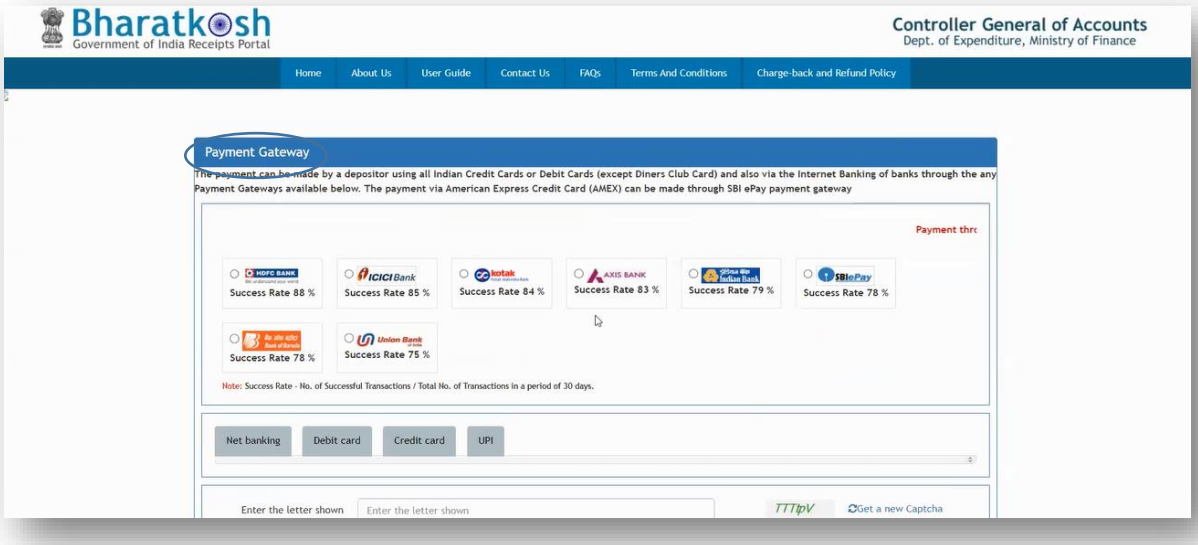
Then the payment gateway will come where three options are available

(a) Net banking (HDFC bank is preferable)

(b) Credit/Debit card

(c) UPI

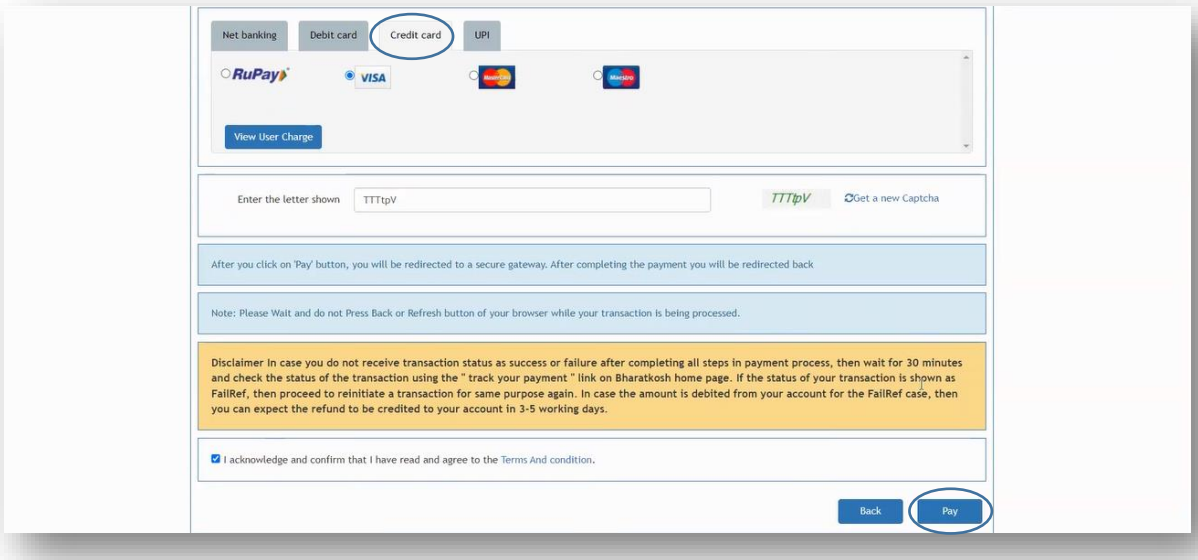
Here card and UPI methods are shown below



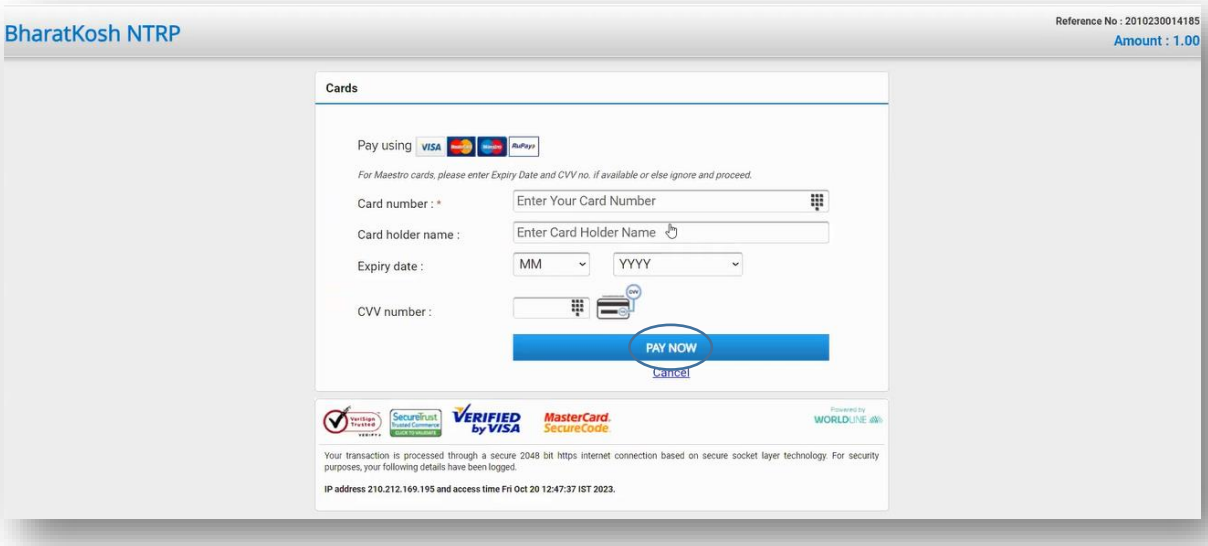
2.3 Card Payment Procedure

For credit cards, you have to select its button.

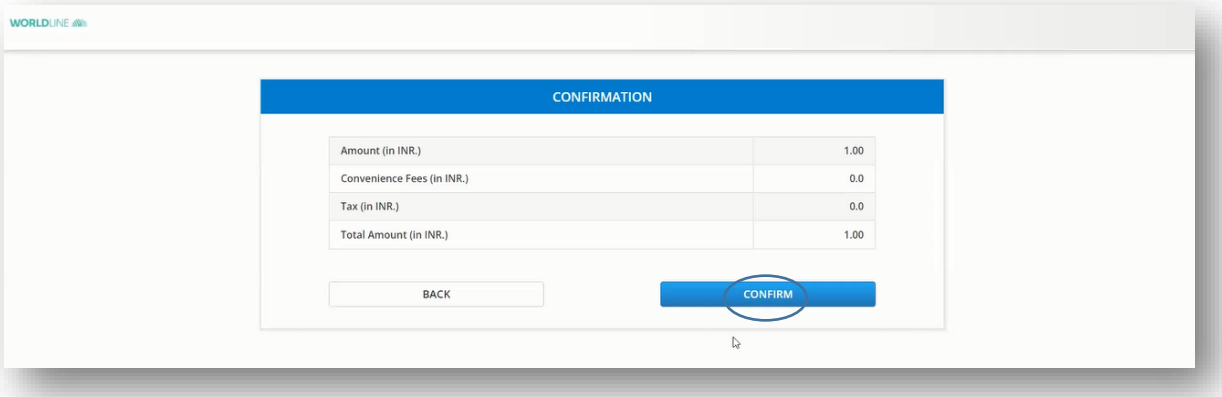
Enter the captcha, check on terms and conditions, and then click on the **Pay** button



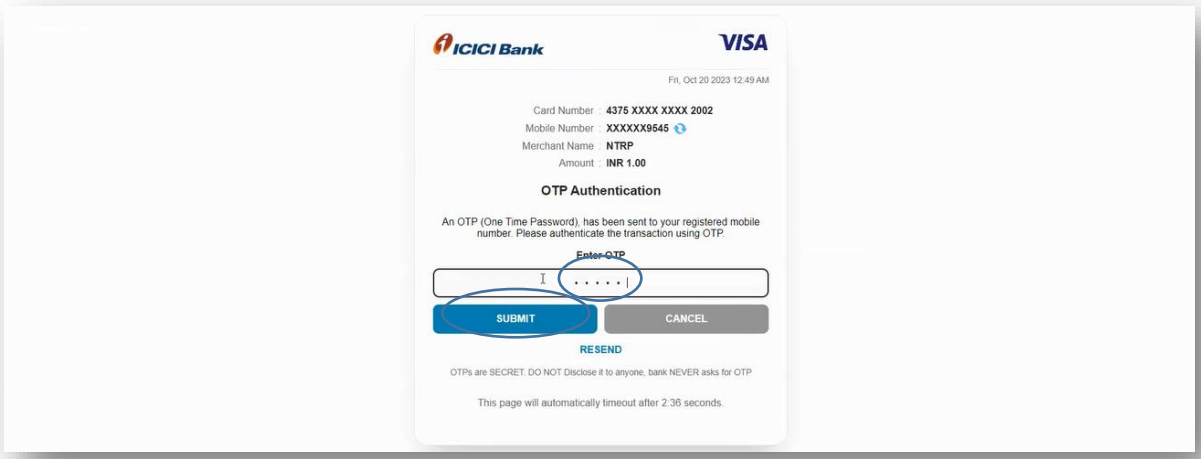
Enter the card details and click on **Pay now** button



You have to **confirm** it again before making the payment

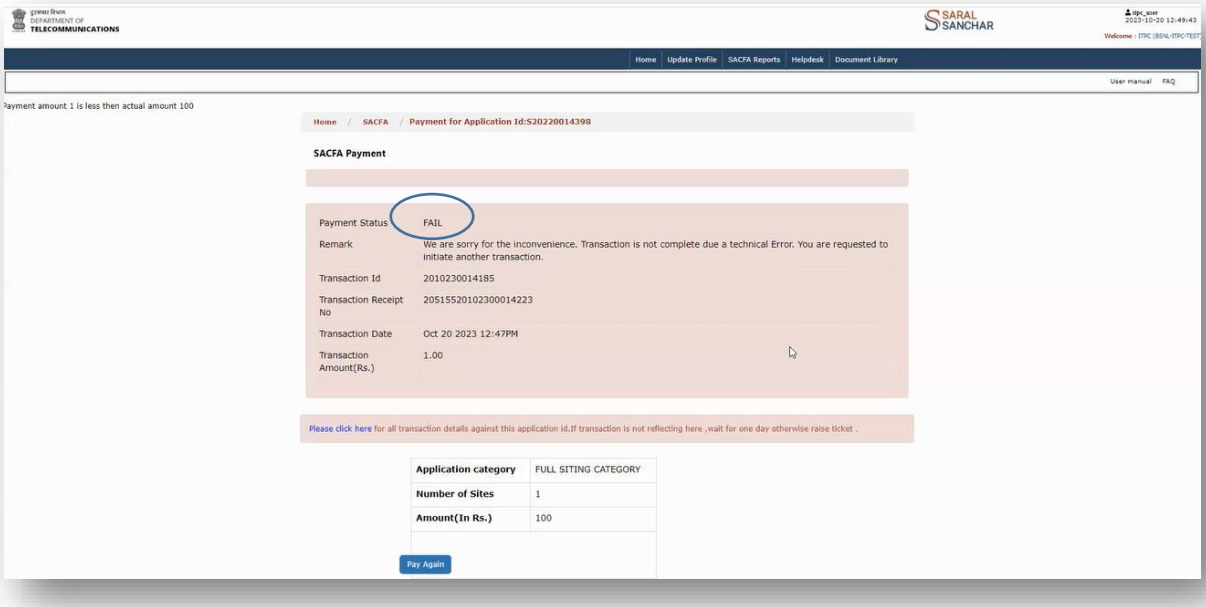


You have to enter the OTP (bank specific) and click on submit button

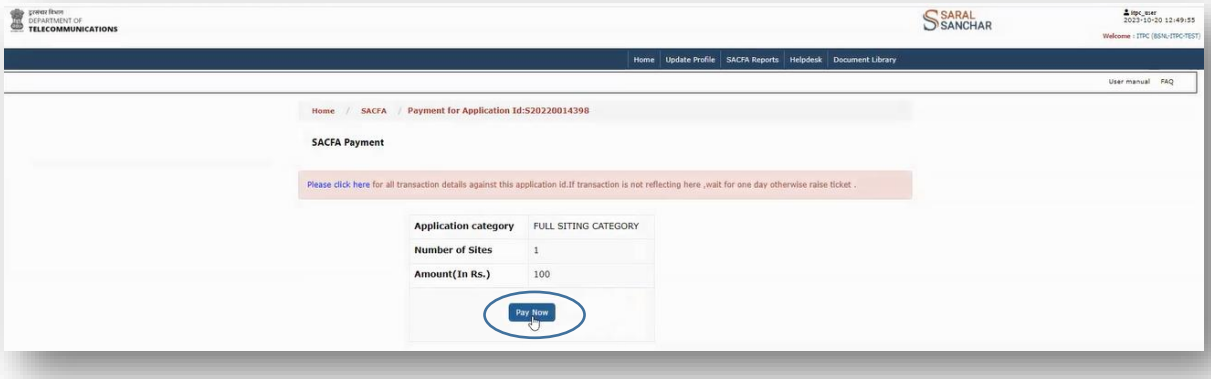


The status (success or fail) is shown after the payment at saralsanchar portal in the user's account

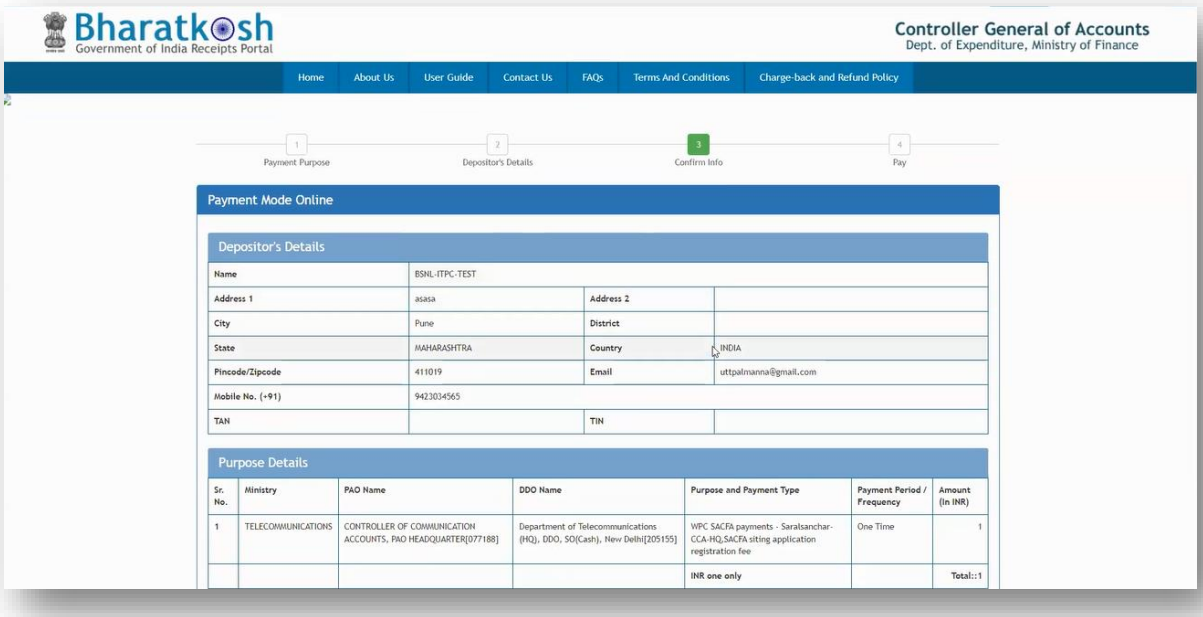
For example, the status is fail here



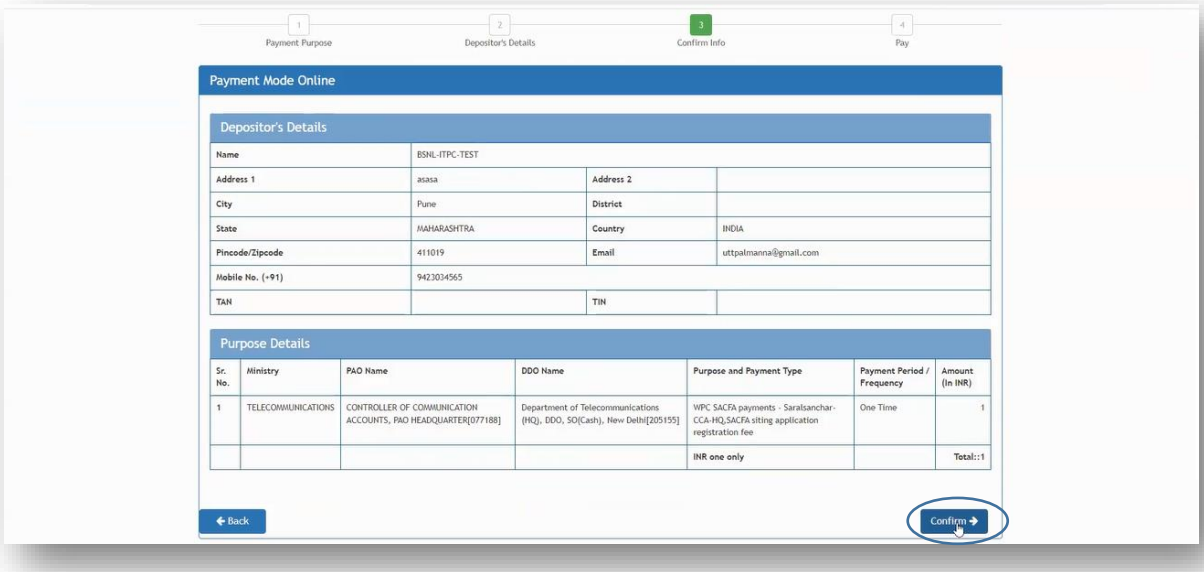
If the payment is failed, then click on **Pay now** button again



Again, you have to give Confirmation about the information shown here



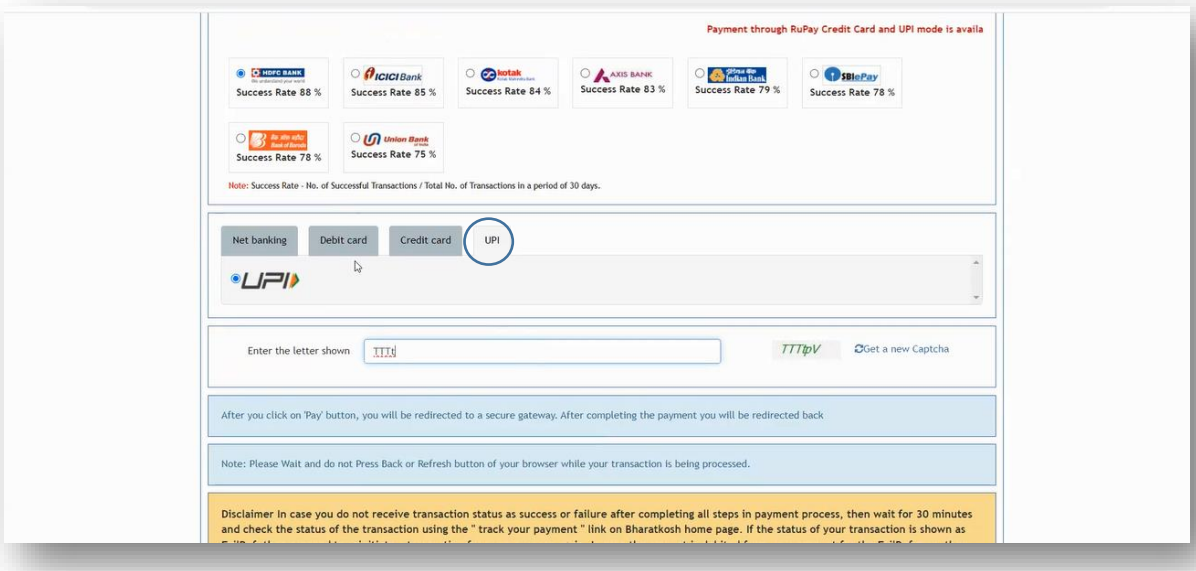
Click on the **confirm** button



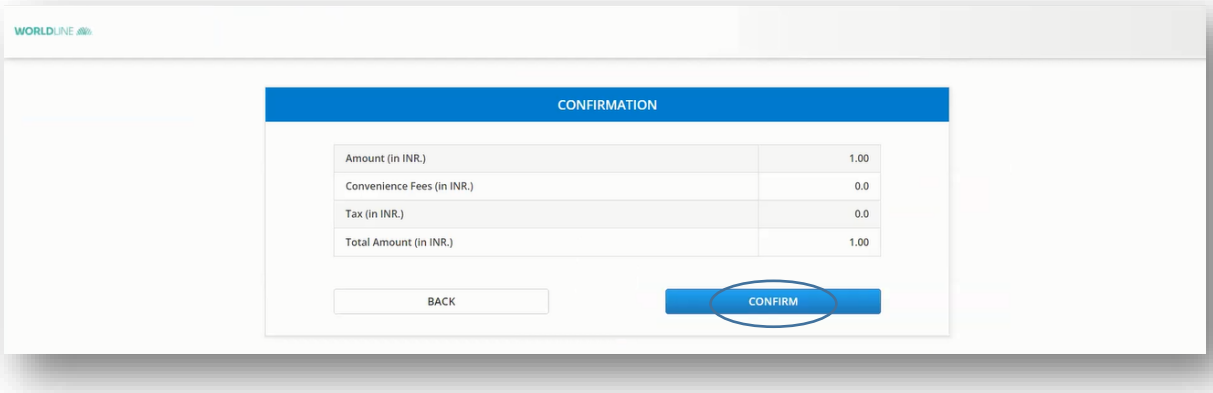
2.4 UPI Payment Procedure

After clicking on the confirm button, the page will redirect to the payment gateway page of your bank

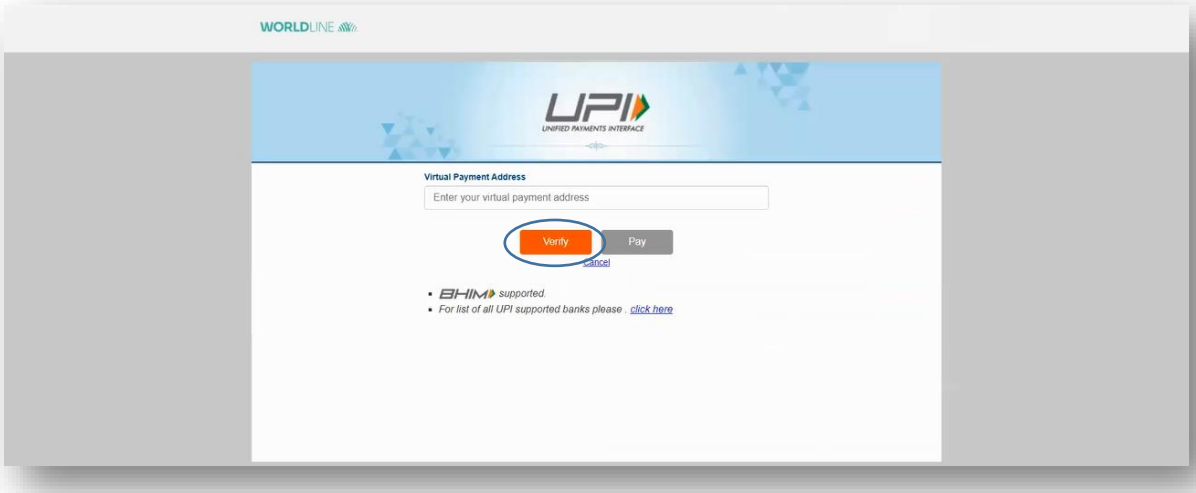
In case of UPI payment, you have to select the **UPI** option



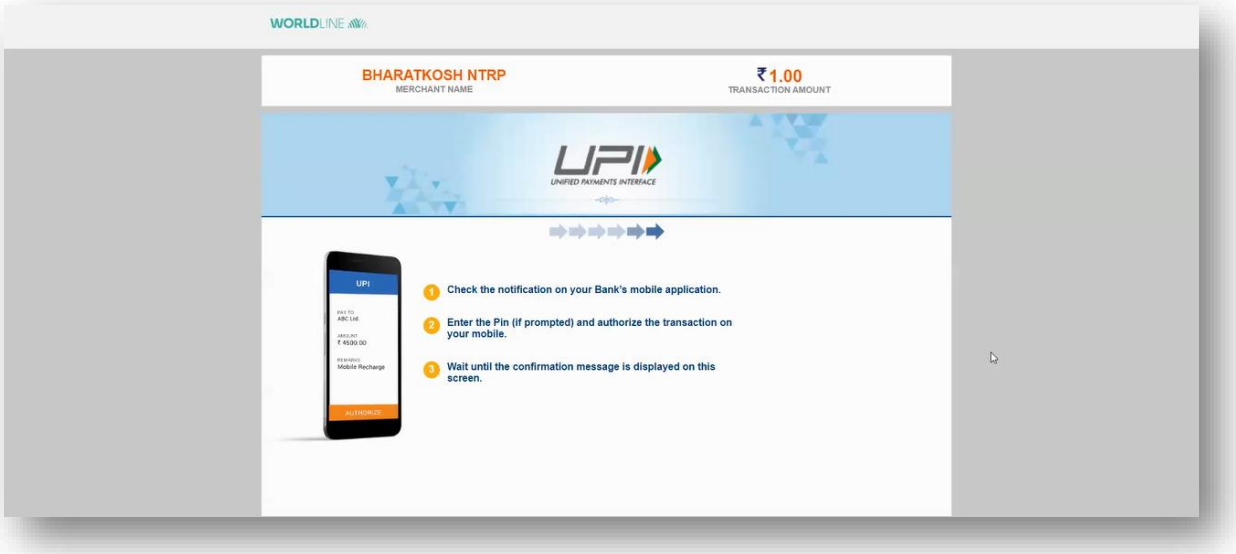
You have to give the confirmation here



Please **verify** your UPI payment address



The Bank payment is processing now and it will take few seconds



The payment is done successfully now and its message is popped out as 'success status' at the account of saralsanchar portal

